

2 July 1962

MEMORANDUM FOR: Deputy Director, Intelligence

THROUGH : Assistant Director, Central Reference

SUBJECT : Requirements Registry Management and Substantive Listings

1. The first monthly Managements Listings of Requirements levied by or upon CIA was published and distributed on 1 July. They are records of action taken on Requirements as of 15 June and are intended to serve as management controls within originator and collector offices. Requirements are listed by title only.

2. The system design of the Registry provides for supplementary listings of the detailed substantive content of ad hoc requirements for the following purposes:

- a. To furnish researchers a compendium of gaps in intelligence identified by the intelligence community.
- b. To inform researchers of detailed content of intelligence collection activity, thereby predicting content of information reports responsive to Requirements.
- c. To minimize the possibility of the generation of duplicative and overlapping Requirements by providing researchers with listings of detailed subject and area content of those outstanding. This end can be guaranteed only by the depth of coding established for the substantive index which provides for full identification of:
 - (1) Subject of every question in ad hoc requirements. (Tab A)
 - (2) Corporate bodies, i.e. political, industrial and scientific organizations: activities and personnel. (Tab B)
 - (3) Commodities, modified by processes and actions which affect them. (Tab C)
 - (4) Commodities by model number or designator. (Tab D)
 - (5) Persons, affiliations and activities. (Tab E)
 - (6) Areas specified by country and city or coordinates. (Tab F)

Enclosures:

Requirements Management Listings
Requirements Substantive Listings

Staff Requirements Coordinator
Liaison Staff, OCR

25X1

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